

DUTY STATEMENT

		EFFECTIVE DATE
BRANCH	Investment	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 301 - 4694 - 008
DIVISION/UNIT	Investment Services	CLASS TITLE Investment Director, CalSTRS
INCUMBENT	Vacant	WORKING TITLE Director of Investment Services
CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.		
Under the direction of the Chief Investment Officer (CIO), the Director of Investment Services is responsible for the business and operational management of the Investment Branch, which covers several support units and functions: Investment Operations, Investment Branch Administration, and the Investment Performance & Compliance functions. The Director of Investment Services coordinates efficient and smooth communication between Investment Services and the Asset classes in order to effectively address investment policy issues, review for asset class policy consistency, manage investment compliance, operational risk, and audit-related issues. The Director of Investment Services also interacts extensively with CalSTRS Senior Investment Staff and Executives, the Investment Committee, and external stakeholders and business partners.		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)	
25%	ESSENTIAL FUNCTIONS Business Risk Management and Compliance/Ethics <ul style="list-style-type: none"> Coordinate and oversee the continual improvement of internal controls and operational risks across all aspects of the CalSTRS Investment Branch. Provide leadership and direction to maintain an effective internal control environment within the Investment Branch. Work in conjunction with Investment Management to ensure the internal control templates are updated regularly in support of policies and procedures that reflect the current operating environment. Lead and direct investment staff responsible for Investment Branch compliance (e.g., FPPC-Form 700 economic interest statements, Securities and Exchange Commission (SEC) rules, gratuity tracking, and professional ethics), and trade compliance. Oversee the coordination of all public information requests (PRA's) received or directed to the Investment Branch. Work closely with CalSTRS Legal and Ethics Officer to ensure compliance with all rules and regulations. Coordinate the provision of education and training on best practices in compliance as it relates to investment management. Review CalSTRS investment reports for compliance with established investment policies, performance objectives, risk limits, and procedures. Direct and lead staff to take appropriate action to resolve non-compliance, discrepancies and audit findings. Independent of the CIO and Deputy CIO (DCIO), report any Investment Branch non-compliance and ethics findings to the CalSTRS Ethics Officer and to the Investment Committee. Lead and oversee the business continuity, business resumption program for the Investment Branch. Ensure there is an effective and efficient business continuity plan for the Investment Branch. 	
25%	Investment Administration <ul style="list-style-type: none"> Lead and direct the administrative staff within the Investment Branch for administrative and operational management. Oversee and direct the administrative business services of the Investment Branch, including budgeting, personnel, travel management, invoices, procurement and special projects. Lead and direct point of contact personnel for external and internal audits, providing follow-up on reported audit findings and status updates (e.g., Federal Information Security Management Act). Oversee completion of investment cost effective management (CEM) survey. Provide oversight and guidance of the Investment Branch's reasonableness review of investment related financial information including related notes and charts. Oversee staff responsible for the compilation of information needed for the Investment section of the CAFR. Direct the workload and service levels between the Investment Branch and our key business partners across CalSTRS, such as Legal Services, Human Resources, Communication/Press Team, Procurement, Financial Services, Facilities, and Investment Accounting. Direct and oversee the review of investment related legislation to determine its impact on the Investment Branch and advise the CIO regarding legislative positions. Coordinate the Investment Branch's recommendations to the Legislative Branch. 	

25%	<ul style="list-style-type: none"> Coordinate and oversee staff responsible for reviewing investment performance for compliance with established performance objectives, investment policies and procedures. Serve as a key point of contact to Human Resources and the Executive Compensation Unit to provide investment data for compensation related board items, to coordinate incentive benchmark recommendations for approvals, and to coordinate the collection of Investment staff APRs
	<p>Investment Operations</p> <ul style="list-style-type: none"> Lead and manage the Investment Operations Director (IOD). Working closely with the IOD, ensure the core middle-office support for internal and external portfolio activities are effective such as pre-settlement and post trade portfolio controls, cash and trade management, cash flow management; portfolio/total fund reporting, and management of the global master custodian relationship. Ensure that periodic reporting is timely and accurate. Work with DCIO, IOD and Investment Directors in the development of portfolio and trade/order management and risk systems.
15%	<p>Investment Branch Leadership</p> <ul style="list-style-type: none"> Serve as a subject matter expert for operational, administrative, and compliance purposed by serving as a core member of the Investment Branch leadership team, working in close coordination with the CIO and DCIO to ensure cohesive management of the CalSTRS investment portfolio. Responsible for managing and supervising staff including hiring, mentoring, coaching and preparing annual performance appraisals. Serve as a member of the CalSTRS Directors and senior staff, including Investment Branch Tactical Asset Allocation Committee (TAAC) and the Risk Action Committee (RAC). Serve as a member on all investment internal committees: Green Team, Innovation Council, Diversity Council, ESG Committee. Serve as the primary back-up for the CIO and DCIO. Participate in the formulation and interpretation of enterprise-wide policies. Represent the Investment Branch at legislative hearings and meetings. Serve as a liaison, as needed with all programs within CalSTRS including the CalSTRS Chief Operating Officer, Benefit Services, Actuarial Services and other CalSTRS branches and units.
5%	<p>Financial Statements</p> <ul style="list-style-type: none"> Work in coordination with the CalSTRS Chief Financial Officer (CFO), to ensure effective and accurate accounting of the Investment Portfolio within the CalSTRS and State accounting system. Coordinate the Investment Branch budget and business accounting information and reports to ensure accurate and effective management of Investment Branch costs.
5%	<p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> As a member of the CalSTRS Directors and senior staff, may attend meetings on behalf of the DCIO.

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies:

- Decision Making
- Developing Others
- Empowering Others
- Global Perspective
- Influencing Others
- Innovation and Fund Performance Management
- Managing Work
- Market Knowledge
- Organizational Awareness
- Professional Confidence
- Results Orientation
- Risk Management
- Strategic Thinking and Implementation

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Ability to support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Significant travel required in-state, out-of-state, and at times out-of-country.
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:**SUPERVISOR'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE